

TIMELINE FOR A TYPICAL PROJECT SMALL LOAN PROGRAM (SLP)

Fall-Winter	By December 31	January-April		Spring-Summer	By September 15	By March 15
<p>Municipality submits a facility plan to the DNR Bureau of Watershed Management.</p> <p>The municipality must receive facility plan approval prior to submitting an Interest Rate Subsidy Application.</p> <p>The municipality should consider submitting the facility plan to the DNR Bureau of Watershed Management prior to submitting the Notice of Intent to Apply and Priority Evaluation and Ranking Form.</p> <p>Note: <u>Do not</u> request fast-track approval if you are seeking state financial assistance for your project.</p> <p><i>Allow a minimum of 3 months for approval of engineering documents.</i></p>	<p>Municipality submits its Notice of Intent to Apply (ITA, Form 8700-195) and Priority Evaluation and Ranking Form (PERF, Form 8700-196), postmarked by December 31, to the Bureau of Community Financial Assistance.</p>	<p>DNR reviews the PERF, calculates a priority score, notifies the municipality of the score and publishes the project priority list.</p> <p>Municipality applies for and receives State Trust Fund loan from the Board of Commissioners of Public Lands (BCPL).</p> <p>The municipality should consider submitting the plans and specifications to the DNR Bureau of Watershed Management prior to submitting the Interest Rate Subsidy Application.</p> <p><i>Approximately 3-4 months is needed to process the ITAs and PERFs and rank the projects.</i></p>	<p>Municipality submits a complete Interest Rate Subsidy Application (Form 8700-249) to the Bureau of Community Financial Assistance, including approvable plans and specifications.</p> <p>DNR project manager reviews application for completeness.</p> <p>DNR approves plans and specifications.</p> <p>Municipality bids project.</p> <p>Project manager notifies municipality in writing of application acceptance.</p> <p>Municipality must sign Interest Rate Subsidy Agreement (IRSA) within 8 months of the date of application acceptance.</p> <p><i>A minimum of 2 weeks is needed to complete preliminary review of an application.</i></p>	<p>Municipality submits additional items to the Bureaus of Watershed Management and Community Financial Assistance for review and approval.</p> <p>The application checklist identifies items to be submitted in addition to the complete application.</p> <p>DNR project manager reviews application and supporting documentation for compliance with requirements.</p> <p><i>A minimum of 4 weeks is needed to complete all reviews in this column.</i></p>	<p>DNR project manager prepares the IRSA.</p> <p>Municipality signs IRSA and returns it to DNR.</p> <p>DOA and DNR execute IRSA.</p> <p><i>A minimum of 3 weeks is needed to complete tasks in this column.</i></p>	<p>In January, BCPL sends an invoice to municipality for its March 15th loan payment.</p> <p>DOA receives copy of invoice, calculates subsidy, and sends check to municipality.</p> <p>Municipality deposits subsidy check in a municipal account, then issues one check for amount due to BCPL by March 15.</p>